

PUBLIC WORKS BUILDING COMMITTEE

Special Meeting March 31, 2015 – 5:30 PM Town Hall Conference Room Minutes

Attendees: Rob Cady, Brandon Handfield, Jim Hallene, Linda Desmarais
John Powell (arriving after start of meeting)

- 1.0 Meeting called to order by chairperson, Rob Cady at 5:30 PM.
- 2.0 No Public Comments
- 3.0 Committee received 3 Bids to RFQ
 - a. CLA Engineers, Inc. Fee: \$14,200 Time Estimate: 60 Days from notice to proceed
 - b. Anchor Engineering Services, Inc. Fee: \$15,800 Time Estimate: 4-5 months
 - c. Ames & Whitaker Architects Fee: \$22,000 (with additional costs for Wetland delineation, soil testing and additional concept site plans) Time Estimate: 6 weeksCommittee reviewed and discussed above bids. Only 2 firms came in with bids that meet scope and budget limits.
 - Motion made by Brandon to invite the 2 firms (CLA Engineers, Inc. and Anchor Engineering Services, Inc.) that met budget and scope parameters to interview with committee, seconded by Jim. Vote called, no objections, motion passes.Following coin toss, it was decided that CLA Engineers, Inc. would be given first selection for interview slot during Apr. 14, 2015 Committee meeting. Each firm will be asked to give 15 minute presentation followed by a 15 minute question and answer session and a 5 minute follow/wrap-up.
- 4.0 Committee agreed to table selection of consultant/firm until after interviews scheduled for April 14th, 2015 meeting.
- 5.0 Motion to adjourn made by John, seconded by Brandon. Following no objections, motion passed, meeting adjourned 6:07 PM

Respectfully submitted,

Linda Desmarais